



CONSTABLE ETHICS, STANDARDS & TRAINING BOARD

REQUEST FOR GRANT APPLICATIONS

Pursuant to A.R.S. §22-138 (B)(1); §41-2702

Constable Ethics, Standards & Training Board Equipment Grant Program FY2016 Grant Manual & Application Package

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This manual is designed to assist applicants with the preparation of applications for grant monies from the Constable Ethics, Standards & Training Board's FY 2015 Equipment Grant Program (CNA EG). Section I of this grant manual provides background information on the CNA EG process. Section II contains information
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describing how to complete a grant application. Section III contains information on the process of grant awards and contracts. Section IV contains the grant application and checklist. Solicitation and award of CNA EG shall be pursuant to A.R.S. §41-2701 *et seq.*

I. General Application Information

The following section provides background information on the Constable Ethics, Standards & Training Board Grant Program.

A. Purpose of the CNA EG Program

The Constable Ethics Standards and Training Fund was established by the Arizona Legislature in (A.R.S. §22-138). As a result of the creation of the fund, the Constable Ethics Standards and Training Board (CNA) is required to develop, implement and administer the grant program. The primary purpose of this CNA EG Program is to provide a source of funding to counties to purchase equipment that will advance the capacity of constables to perform their statutory duties safely and effectively.

B. Funding Source and Available Funds

One source of funding supports the CNA EG Program: The Constable Ethics Standards and Training Fund established by A.R.S. §22-138. Under this CNA EG Program, no more than **\$60,000 will be awarded. Multiple grant awards may be awarded in this funding cycle.** However, no more than 50% of the grant funds may be awarded with respect to projects to benefit any one county in FY16.

C. Eligible Applicants

Eligible Applicants include:

- Arizona county governments that have established and implemented writ fees pursuant to A.R.S. §22-138 and have county Constables presently holding elected or appointed office in FY16.

D. Eligible Projects

During the FY16, funding cycle, the following prospective projects will be considered eligible for funding:

- Use of CNA EG Program funds for Constable equipment. For example, if the applicant plans to purchase bullet-proof vests for Constables in one's county. This is an example of equipment that may be purchased; however it is important that each applicant apply for what is needed within its jurisdiction. What is needed in one jurisdiction may be unnecessary equipment in another.

E. Application Due Date and General Instructions

Applicants must submit their completed application package, including all necessary forms and documents, to the Constable Ethics, Standards & Training Board by:

- **Noon (12:00 p.m.), Friday, September 4, 2015**
- **Late applications will be rejected. Incomplete applications will be rejected.**
- **Submit one (1) original and one (1) electronic version on a CD or flash drive; no emails or faxes will be accepted. Deliver or mail the grant application package to:**
Capitol Consulting, LLC
For Constable Ethics, Standards & Training Board
818 N. 1st Street
Phoenix, Arizona 85004

All applicants must make their own copies of their applications and materials as required prior to submission.

All application packages must be received in a sealed envelope or package. All application packages must **ARRIVE** at the designated address by the due date and time. Late submissions will be disqualified from consideration; no exceptions.

The Constable Ethics, Standards & Training Board cannot accept applications via fax or e-mail. The original copy of the application **MUST** be clearly labeled “ORIGINAL – GRANT APPLICATION” and must include all required forms with original wet-ink signatures by the person who is legally authorized to enter into an agreement on behalf of the applicant. **Failure to include ANY required information in the application packet or contract will result in the rejection of the application.**

F. Application Evaluation & Selection Process

All application packages will be evaluated by the Board after the grant application submittal deadline. The Board in its entirety will review and evaluate the application packages.

The Board will use the FY16 CNA Grant Program Application Rating Criteria to rank applications. After the applications have been ranked, project proposals will be reviewed and grant award recommendations will be based on the application ranking and the strength of the project proposal as determined by the Board. During the evaluation process, the Board will be guided by the information you provide. You may be requested to supply additional information and may also be asked to revise your application based on new information submitted. The Board may adjust monetary grant requests, project proposal scopes of work, project and reporting performance measurements and/or project budgets. Once the Board has completed its ranking of applications and project proposal review, it **expects to make grant award recommendations in a public meeting on September 16, 2015**

Applicants will be notified by mail as to whether or not they received a grant award after the evaluation and award process is completed. Applicants awarded by the Board for grant funding will also be returned a fully executed original Grant Agreement (contract). **CNA anticipates that grant award and notifications will be made on or about September 21, 2015.**

After the grant awards have been made, all applications and the associated evaluations will be made available to the public. The Board may determine that trade secrets or proprietary information may continue to be held confidential. If you believe that any of the information contained in your application should be held confidential you must designate that information as “confidential” in your application, and provide an explanation as to why it should be held confidential.

G. FY16 CNA Grant Program Application Rating Criteria

All grant applications submitted during the FY16 CNA EG funding cycle will be ranked according to the following criteria:

1. Utilization of Equipment

- On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project advance the capacity of Constables to perform their statutory mandates safely and efficiently?

2. Performance Measures

- On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project develop meaningful measurements of the project's performance?

3. Fiscal Efficiency

- On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project utilize the resources of the prospective grant award to accomplish the program goals?

4. Matching Funds

- On a scale of 1 to 10 with 10 being the highest possible score, will the application provide matching funds or otherwise contribute financial resources to the completion of the prospective project?

II. How to Submit an Application

The following describes how to submit an application for CNA EG Program funding. Please read this information carefully and follow all directions.

A. Application Guidelines

Complete the CNA EG Program Application that is included in this manual (beings on page **pg.9**). Make sure to respond to all items and include all required forms and certifications. You can use the forms provided or create your own using 8.5" x 11" size paper. **If you create your own forms, they must contain the same information in the same order as the ones provided in this manual.** All pages of your application must be typed (preferred) or clearly printed using a font size no smaller than 10 point.

REMINDER: *You must submit one (1) original and one (1) electronic version on CD or flash drive of the grant application package.*

All application forms included in this manual must be completely filled out and submitted with the grant application package. **Failure to include required information will result in the rejection of your application.**

B. Planning and Writing The Project Proposal

Before filling out the Project Proposal Form, you should pre-plan your project and outline:

- How the project needs to be structured
- What the project components are
- When and what personnel are needed
- How much it will cost to complete (you must fill out Budget Narrative and Detail form).

Read and familiarize yourself with all sections of this manual. Make sure your proposed project addresses all the described requirements of the Project Proposal Form.

Grant awards are implemented through binding contracts. **The Board will write your contract based on your application, so it is important that you carefully complete the application forms.** If you need more space than that provided on any application form, attach extra sheets as needed. However, please do not exceed the set work limitations.

Matching funds are not required for grant projects in this EG Program, but they are encouraged. However, if you intend to provide matching funds, your project budget should reflect the value of the matching funds you intend to provide. Applicants that provide matching funds or cost efficiency savings may receive additional points through the ranking criteria.

Project Cash Flow: Be aware of the timing and amount of money (cash flow) needed to complete the project specified within your application. If you are selected for a grant award, **payments will be made on a reimbursable basis. Grantees must provide evidentiary assurance that the work has been completed (bid documents, receipts, etc.) in order to receive reimbursement. If you are an applicant that will have a difficult time waiting for reimbursement, be sure to specify in your project proposal that you may need an advance payment and clearly explain in detail the reason(s) why an advance is needed. Requests for advance payment will be considered but are not guaranteed. In no case will the Board issue advance payment to any applicant in excess of 75% of project budget.** **NOTE:** *If you are selected for a grant award, you must account for your expenditures on an actual cost basis not to exceed the grant award amount. You may not request*

additional funds should you have cost overruns or if advanced funds are unaccounted. If you have cost overruns, the Board will not be responsible for reimbursement of those costs.

C. Project Proposal and Application Preparation Hints

The most important thing to keep in mind while writing your project proposal is that the purpose of the CNA EG Program is to fund projects that seek to enhance Constable safety and efficiency through equipment purchases. **You MUST demonstrate through your project proposal how your project will provide public benefits that advances these goals.**

D. Phone Numbers for Questions

Please contact the Constable Ethics, Standards & Training Board if you have any questions:

- Constable Ethics, Standards & Training Board
818 N. 1st Street
Phoenix, Arizona 85004
Phone: (602) 343-6280
Fax: (602) 712-1252
E-Mail: cestb@azcapitolconsulting.com

III. Grant Awards And Reporting

A. Notification of Award and Grant Agreement

Applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed. The Grant Agreement (contract) is incorporated as a component of this grant application and will govern the terms of the agreement between the Board and the grantee. The applicant must complete and submit **two (2) proposed originals of the Grant Agreement with their completed original of the grant application** in order to be considered for funding. Applicants with proposals selected for funding will receive a fully executed contract via U.S. Mail complete with a grant contract number. **NOTE:** *Please do not contact the Constable Ethics, Standards & Training Board or any of its individual members to check on the status of your application. All applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed.*

B. Records and Reporting Requirements

The grant recipient will be responsible for setting up and maintaining a project file that contains all records of correspondence with the Constable Ethics, Standards & Training Board, receipts, invoices and copies of all reports and documents associated with the project. These records must be maintained for five (5) years after the submission of the final report indicating project completion. Included with every reimbursement request, the Grantee shall submit to the Board a budget report and a brief narrative report. Reimbursement requests may be submitted on a quarterly basis or less frequently if no expenses have occurred. A paper copy of the budget and narrative reports shall be mailed to the Board. The reports shall include, but not limited to, budget expenditures, in-kind expenditures, and a brief narrative of the project's progress, as applicable. The Grantee must obtain Board pre-approval before any funds are reallocated within the original/approved budget in the Grant Application. The Grantee is responsible for responding to any inquiries from the Board within any time periods specified by the Board.

The Grantee is required to submit a quarterly progress update to the Board that includes a brief narrative report describing the outcome of the work performed on the project and all purchases or investments made with grant funds, a revised advanced funds budget report with paid receipts attached showing the actual cost of all items purchased and the balance of any advanced funds remaining. If there are remaining advanced funds, including any interest earned on advanced funds, will be returned to the Board. The Grantee will be required to remit any unexpended balance of grant funds to the Board no later than 60 days after the completion of the grant funded project.

The Grantee shall reference the Grant Contract Number and Task Number(s) completed in all reports submitted to the Board. On a quarterly basis until the project is completed and the contract is terminated, the Grantee shall submit to the Board a Budget Report and Narrative Report. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures and a narrative detailing how grant funds were used to achieve project objectives to date as outlined by the Grantee in the Grant Application. Reports must be sent to the Constable Ethics, Standards & Training Board no later than thirty (30) calendar days after the close of any given quarter.

At the end of the project, a final budget report and a final narrative report must be submitted and approved by the Board. The final narrative report shall include **at a minimum:** a summary of the project goals and objectives, project results or outcomes (including any data or photos), aspects of the project that worked well and things that did not work well, any public involvement and

coordination, how the project has met the program goals, and how the project has benefited the State of Arizona. The Board will not disburse final payment until all reports and all requirements of the Grant Agreement have been fulfilled. All unspent grant funds or outstanding grant funds must be repaid to the Constable Ethics, Standards & Training Board within thirty (30) days of written notice from the Board.

The Grantee shall include the following language in all reports prepared for the Grant Agreement, and in any publication of reports, or any printed materials generated within the financial support of the Constable Ethics, Standards & Training Board:

- “The Constable Ethics, Standards and Training Board has funded all (or a portion) of this Project.” and
- “The views or findings presented are the Grantee’s and do not necessarily represent those of the State, or the Constable Ethics, Standards and Training Board.”

C. General Indemnification

To the extent permitted by A.R.S. § 41-621 and § 35-154, the Constable Ethics, Standard & Training Board, its employees, members, and contractors shall be indemnified and held harmless by the applicant and all persons hired by and associated with the applicant for any liability as a result of work performed due to the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

IV. Grant Application Package Materials

This section reflects the Grant Application itself. Please respond to each of the requests below in the required fields. **TIPS:** Be thorough. The Board seeks assurance of fiscal and performance responsibility from grant applicants in the form of a well-prepared, thorough request for funding.

A. Statement of Applicant Eligibility

Instructions: Please describe the nature of your organization and explain how it is eligible to apply for the Constable Ethics, Standards & Training Board Equipment Grant Program. Please limit your response to no more than 1,000 words and attach evidence of your eligibility as documented exhibits.

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B. Project Proposal Form

Instructions: Please describe completely the project you propose to complete if awarded the Constable Ethics, Standards and Training Board Equipment Grant. Be complete in your description of the project. **At a minimum** your response to this form must contain:

- A detailed description of the proposed project.
- An explanation of needs for equipment purchases.
- An explanation of outcomes to be expected from the funding proposal.
- An explanation of how grant funds will be used (this is not a substitute for the Project Budget required in Section IV C.)

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Enter the FY16 Equipment Grant Objectives that relate to this project and funding. Please identify a projected date for accomplishing each task associated with expending the funding.

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Instructions: Please identify performance measurements that you will use to illustrate the outcomes of your proposal, if selected for funding. The following performance measures must be included at a minimum for consideration. The performance measurements you identify in this section, as approved by the Constable Ethics, Standards & Training Board, will become provisions of your grant contract if the Applicant is selected as a CNA EG Program Grantee.

1. The total number of Constables & Deputy Constables that will benefit from the equipment funding.
2. Please explain the estimated savings of your local government entity by award of CNA EG.
3. Please identify the improved safety of Constables & Deputy Constables in their required duties.
4. Please explain the improved execution of Constable duties and responsibilities by purchase of equipment being requested.

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July 1, 2015

FY16 CNA-EG Application Checklist

Be sure to include **ALL** of the following information in order for your application to be considered for funding.

- A signed copy of this checklist
- One (1) Original completed grant application marked “ORIGINAL” submitted in a sealed envelope or box addressed to the Board as provided in this Manual.
- One (1) electronic copy of the completed grant application on CD or flash drive marked “COPY” submitted in the same sealed envelope or box addressed to the board as provided in this Manual
- Ensure your application addresses all questions and submits all requested justification materials in this application
- Two (2) completed proposed grant award contracts must be submitted with your application (required signatures will be obtained later if grant application is approved)

Signed:

Name and Title of Signatory

Date Signed